

**PROPERTY DONATIONS, TRANSFER, DISPOSAL
PROCEDURES AND CONFIDENTIAL MATERIAL** **2840**
(February 2016)

PROPERTY DONATIONS **2841**
(February 2016)

RECEIVED PROPERTY GIFT DONATION **2841.1**
(February 2016)

Receipt of property gift donations must be approved in advance by CAL FIRE's Budget Office and the Department of Finance (DOF). A Request for Approval of Gift form (DF-581) must be completed. After completing the form, the Unit will email or fax the form to the SPC, who will forward the form to the CAL FIRE Budget Office for approval from DOF.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8643.pdf

It may take up to three weeks before approval from DOF. Please allow sufficient time for the approval process. The approved DF-581 will be forwarded to the Unit or the SPC for receipt of the item. Any single donated equipment with an acquisition value of \$5000 or more must be tagged and added to the internal Inventory Tracking System. The DF-581 form can be found on the DOF website at:

<http://www.dof.ca.gov/budgeting/forms/documents/df581.pdf>

RECEIVED PROPERTY GIFT DONATION TO AN INCIDENT **2841.2**
(February 2016)

The CAL FIRE's Budget Office and DOF must approve property gift donations received in conjunction with an incident in advance. The Supply Unit or the Unit FLO must complete the DF-581 form. All receipts, letters, stock received reports, or other documents that show evidence of the received gift donation must be attached to the form. If more than a single gift donation is received, then a listing of vendors, items donated, and amount (or fair market value) must be attached to the form. All documentation must be forward to the SPC, who will forward the document to the CAL FIRE Budget Office for approval from DOF. The DF-581 form can be found on the DOF website at: <http://www.dof.ca.gov/budgeting/forms/documents/df581.pdf>

DOF has given CAL FIRE advanced blanket approval for receiving consumable items donated during an emergency incident; however, the DF-581 form and all documentation must follow after the fire ends. If a vendor wishes to donate durable or inventory items during a fire, a DF-581 form must be completed and faxed to the SPC “prior” to the receipt of items. The SPC will expedite the request to the CAL FIRE Budget Office who will forward to DOF for approval. The Unit FLO will receive an approved copy for audit purposes. The Unit Chief shall insure a thank you letter is sent to the vendor or party after the receipt of the donation.

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